Electronic Music Unit – User Guide

DO and DON'Ts

DO:

- Respect EMU equipment and other users of the EMU facilities– this is a shared facility!
- Only book rooms to the extent that you require
- Make sure you cancel your booking if you are unable to attend (at least 15 minutes beforehand)
- Plan sufficient time to pack away equipment and tidy up so that you are ready to vacate the room at the end of your timeslot
- Leave spaces as you would like to find them
- Ensure access doors are not left open or ajar
- Turn your mobile phones to silent
- Report faults or problems via the online Support Request form and place damaged equipment in the "Dead Box" (Small Store Room)
- Return equipment to their proper places
- Notify staff of any concerns – emu@adelaide.edu.au or 8313 3550 for EMU office (during office hours) or 8313 5590 for University Security (after hours or emergencies)

DON'T:

- Bring food or drink into any EMU space – eat or drink in the kitchen only
- Interrupt or disturb persons who are legitimately using the EMU space
- Bring guests unless necessary for your project or recording
- Allow unauthorised persons to enter the EMU space
- Don't answer your phone in a studio or space, go to a foyer or corridor
- Change the settings on, or attempt to repair any equipment yourself
- Get other students to book rooms / facilities on your behalf
- Use the EMU facilities for commercial or professional activities unless you have obtained permission
- Use equipment other than for its intended purpose – you will be held responsible for any damage
- Store files on EMU computers – all files are automatically deleted at 5am each day

Remember, use of the EMU facilities is subject to the Terms of Use.

KEY POINTS

- **Recording Signs** on level 5 indicate that recordings are taking space in the EMU space or Dead Room. If the recording sign above the Eastern entrance to level 5 is lit, then only the Western entrance should be used.
- **Door buzzer lights** are located on the ceilings of studio 1, 2 and the EMU space. When someone rings the western or eastern door buzzer this light will flash, as it is often difficult to hear the door buzzer inside those spaces.
- **Competency** must be demonstrated before studio facilities may be used or support is provided. Competency is gained through various 'hurdle assessments' as part of courses and sessions in which students participate.
- **Booking system access outside the university** is only possible using a VPN client on your computer. This allows your computer to become part of the university network. Installation and configuration information is available from the ITS VPN Website: http://www.adelaide.edu.au/its/online/vpn/.
- **Non-Bookable Periods** exist for work that is not part of assessable course work during the following periods
  - Semester 1 - University Monday, Week 19 to Sunday, Week 25
  - Semester 2 - University Monday, Week 40 to Sunday, Week 46
  - *Note - For the actual student dates please refer to this website - http://www.adelaide.edu.au/student/dates/*
- **Facility Fees**

Resource	Student / Staff Rate	External Rate
Studio 1 and / or Recording Space	$22 per hour	$44 per hour
Studio 2 and / or Dead Room	$22 per hour	$44 per hour
Studio 5	$22 per hour	$44 per hour
Audio Lab	$22 per hour	$44 per hour
These rates are GST inclusive and do not include a technician or engineer.		

- **Microphone and clips** must be kept together and never separated.
- **Headphones** must be provided by students for lab and studio work. Headphones should have a male 6.5mm stereo plug. The headphones located in the small storeroom are for recording sessions only and must never be used for any other purpose or in any other space.
- **Computer Files** must never be left on any computer as they are automatically deleted 5.00am each morning. Students must ensure they are not logged into a computer at 5am and have backed up any work.
- **Portable or remote storage devices** should never be worked from directly. Files must be copied to the temporary storage drive called “Temp HD”.
- **Backup your data frequently** and to at least two locations. i.e. your storage device and another computer.
- **Compatibility** of submitted or presented computer materials with EMU systems is the student’s responsibility and must be verified. Incompatible information will not be marked, accepted or supported.
- **University Network Storage** is made available to all students. The amount of storage is determined by the student's program - http://www.adelaide.edu.au/its/quotas/file/. Students can access this storage on OSX machines by following this guide: http://www.adelaide.edu.au/its/online/file_print/files/mapping/#osx
- **Security’s Phone Number i**s 83135990 and we recommend that students program it in their mobile phone.
- **Computer Login Details** for all EMU computers is: username: *student* AND password: *password*. Other university services require your Student ID and university password.
- **External Borrowing** of resources beyond EMU spaces is only permitted for ‘External Equipment’. Accessories, like microphones, are only available under special circumstances and with the permission of the technical officer.
- **Kitchen** has a fridge, microwave, kettle and sink for the preparation of food and beverage. Plates, cups, cutlery etc are BYO. If you keep food or drink in the kitchen, clearly label it with your name.
- **Lost property** can be found or deposited in the EMU kitchen in the "Lost Property Box".
- **Toilets** for women are located on the Eastern foyers of levels G, 3, 7, 9, 11 and for men on the Western foyers of levels G, 3, 7, 9, 11.
- **The EMU Drop Box** is available outside the university but only on a Mac OSX computer with a VPN client and AppleTalk enabled. EMU does not provide advice or support for this but students may try it out if they wish.
- **Wireless internet access** is available – see: http://www.wireless.adelaide.edu.au/guide/
- **Printing** is not currently available in the EMU facilities.
- **EMU does not provide support** for hardware or software systems external to the Elder Conservatorium. Likewise, support is not provided to persons who have not been trained / taught to use particular spaces or resources.
- **The EMU Website** (http://emu.adelaide.edu.au) has a number of different sections and guides explaining various aspects of EMU. Please ensure you are familiar with the website as it will assist using the resources and facilities.